



STRATEGIC ENTERPRISE MANAGEMENT BUSINESS PLANNING AND SIMULATION ANNUAL VALIDATION AND SET STATUS TO READY

COURSE ID: SEM-BPS-ANNLVAL

ANNUAL VALIDATION AND SET STATUS TO READY

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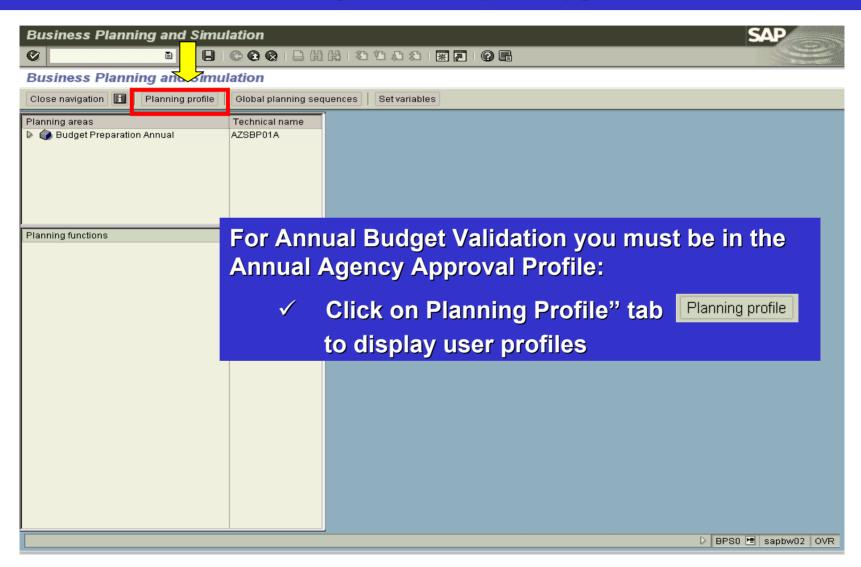


ANNUAL VALIDATION IS USED DURING THE ANNUAL OPERATIONS PLAN PLANNING PROCESS TO CHECK TOTALS AT THE FUNDS CENTER/COMMITMENT ITEM LEVEL.

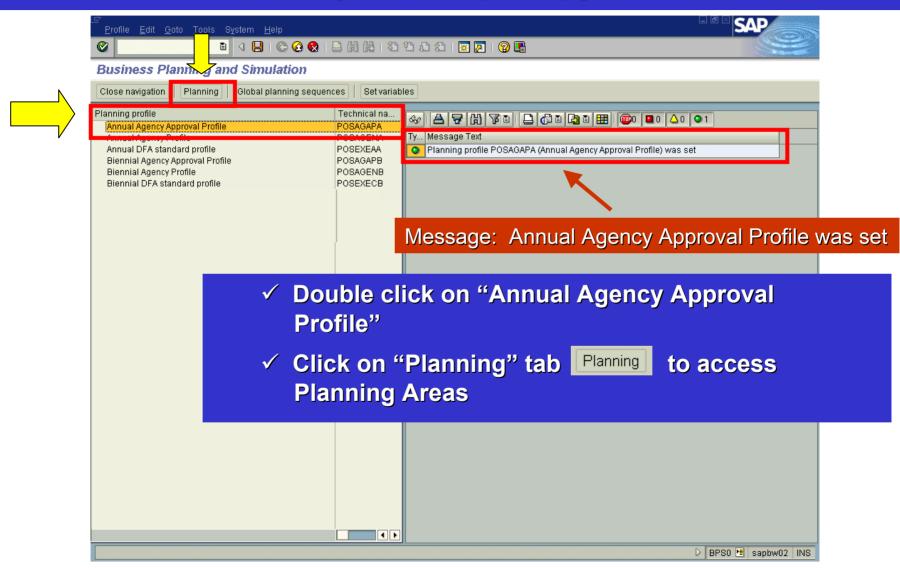
ANNUAL VALIDATION ALLOWS THE AGENCY TO MAKE ADJUSTMENTS AT THE FUNDS CENTER / COMMITMENT ITEM LEVEL ONCE THE PLANNING PROCESS HAS BEEN COMPLETED.

ANNUAL VALIDATION INSURES THE ANNUAL OPERATIONS PLAN DOES NOT EXCEED AUTHORIZED APPROPRIATION FOR THE FISCAL YEAR.

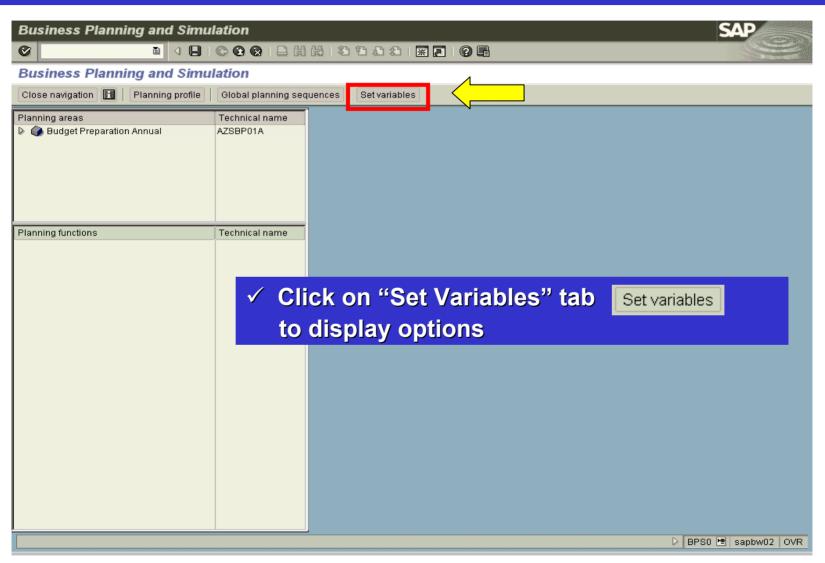




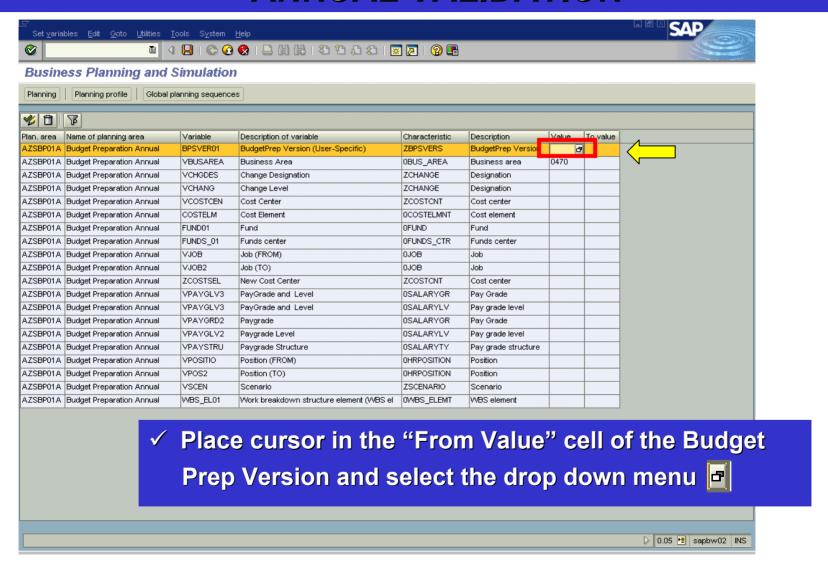




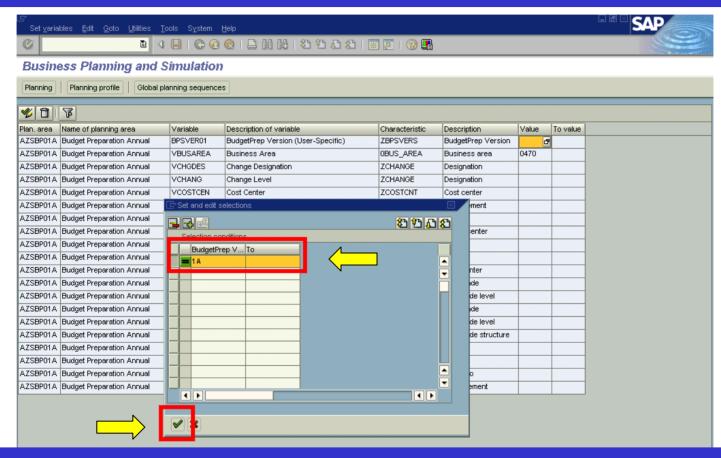








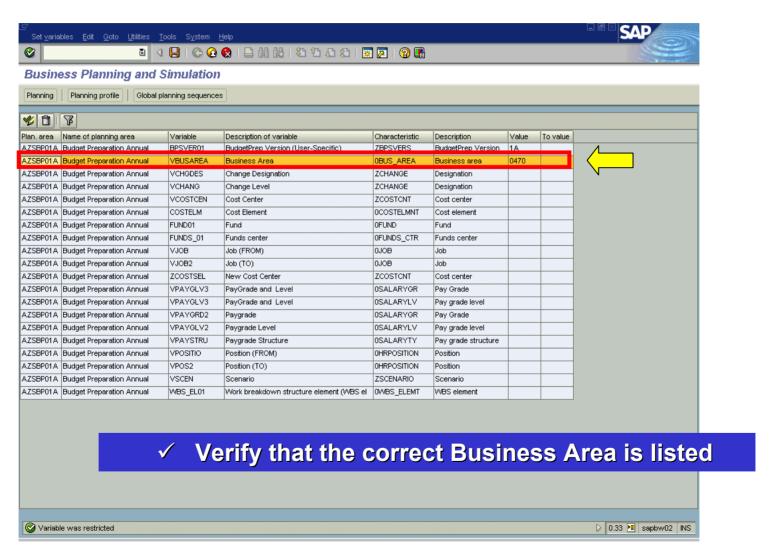




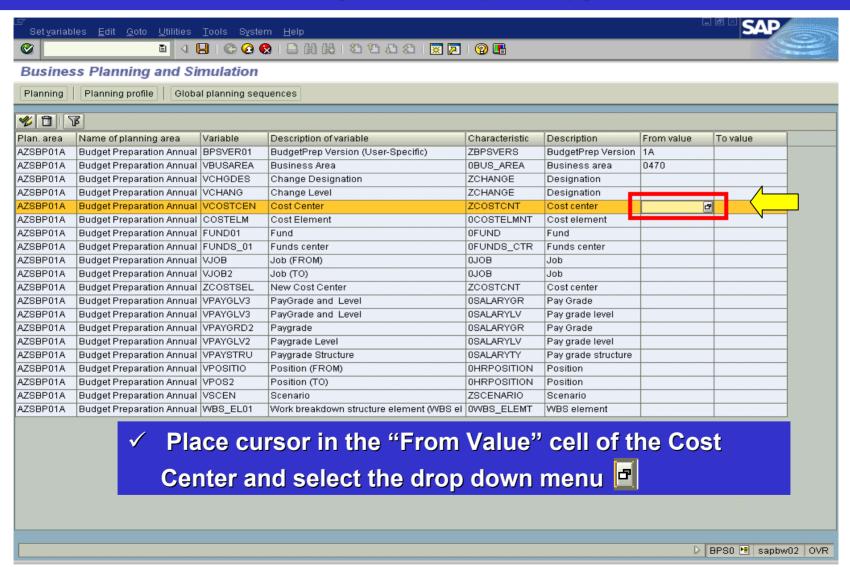
✓ Highlight 1A (Annual Version) and click on green check mark



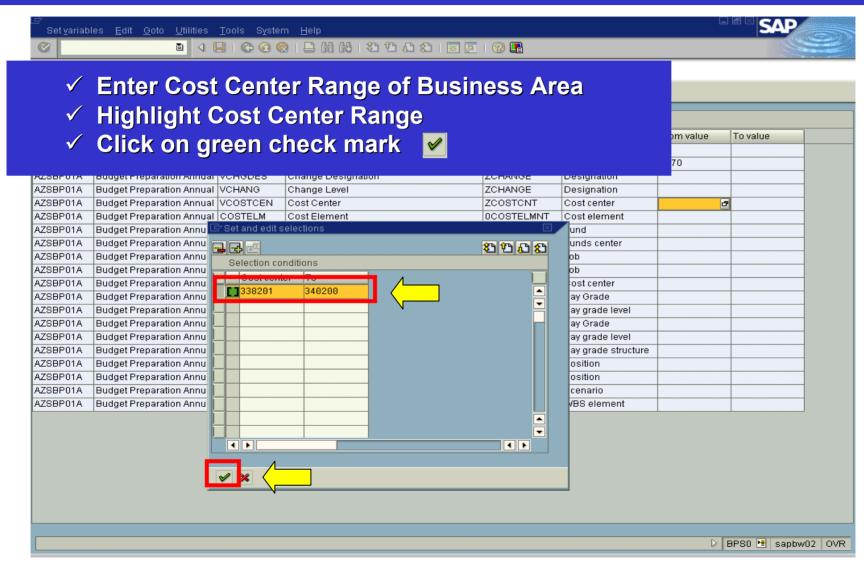




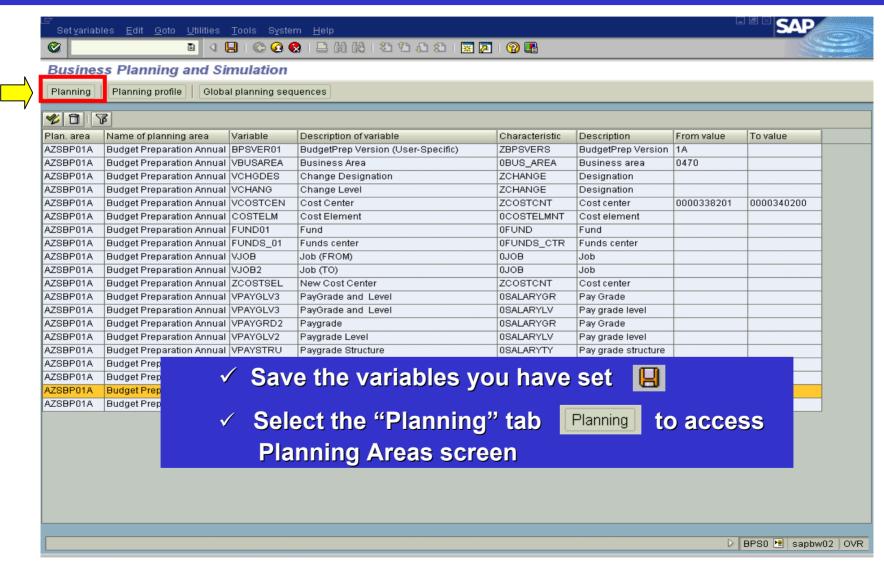




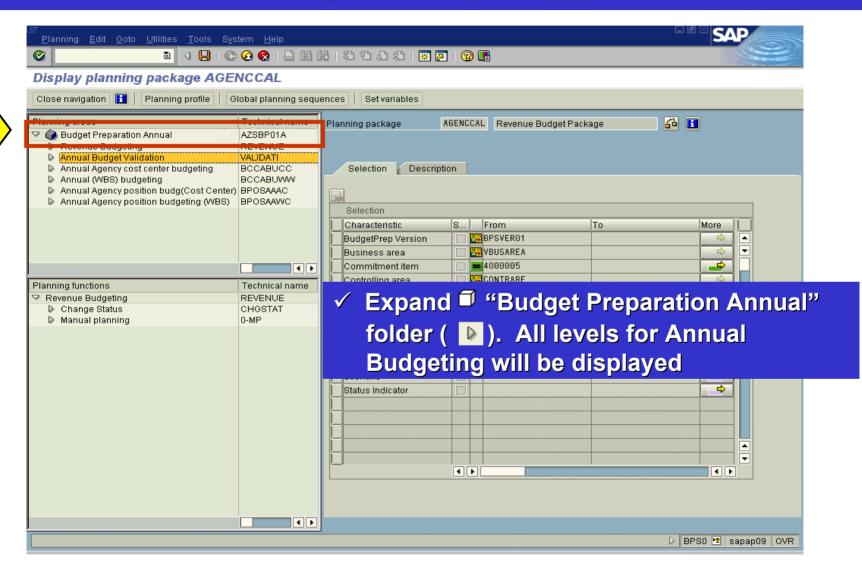




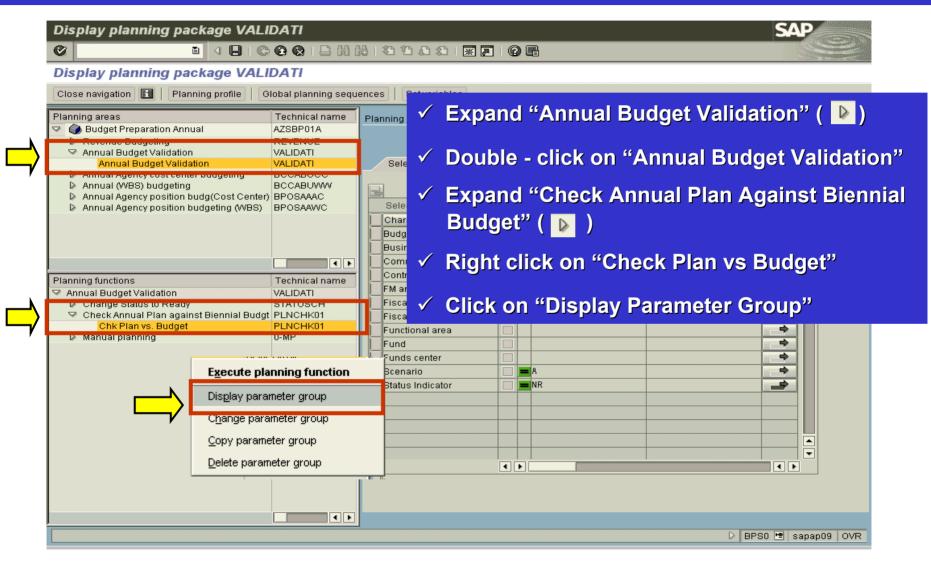




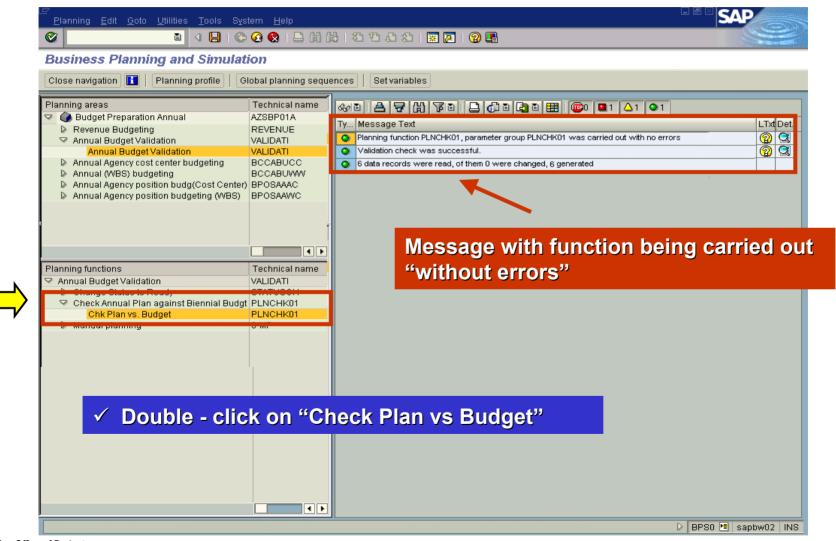




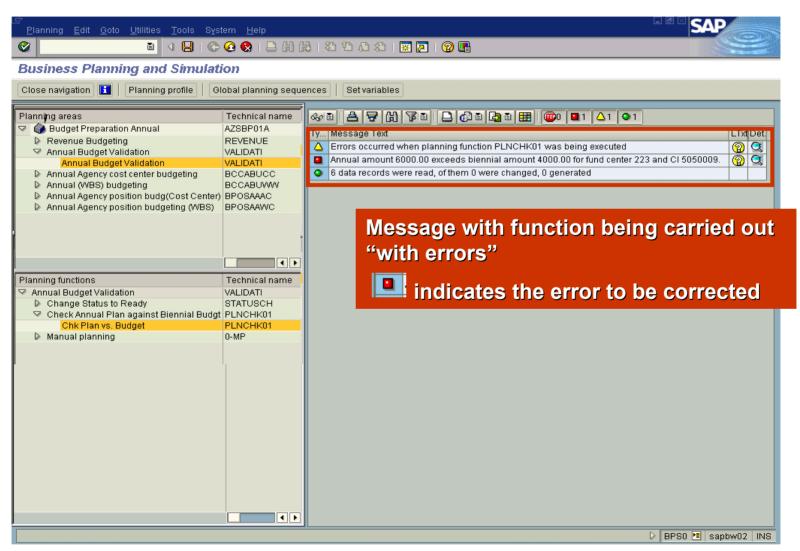




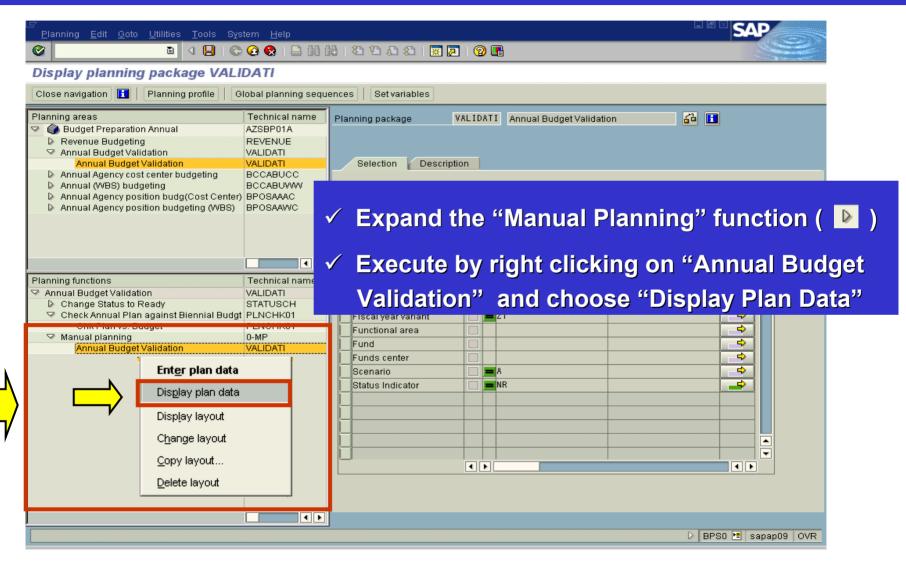




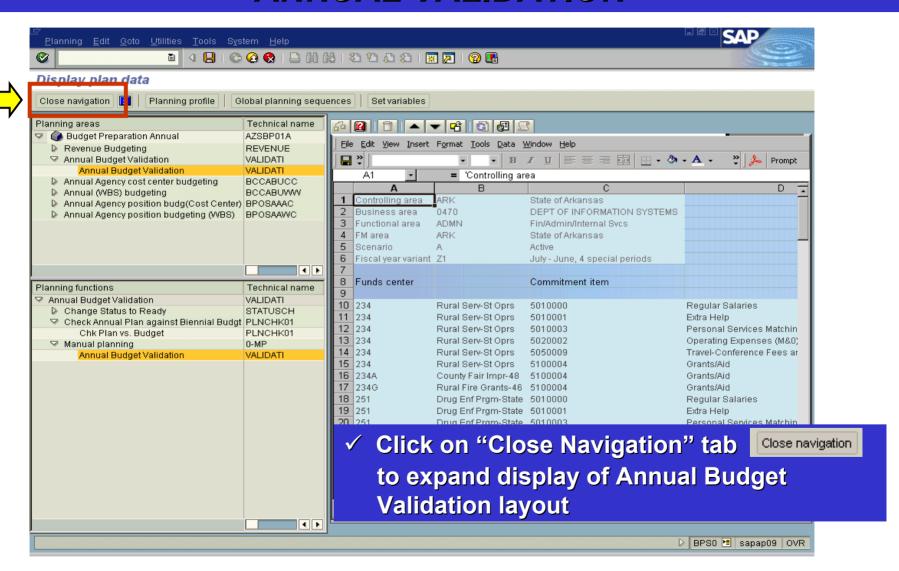




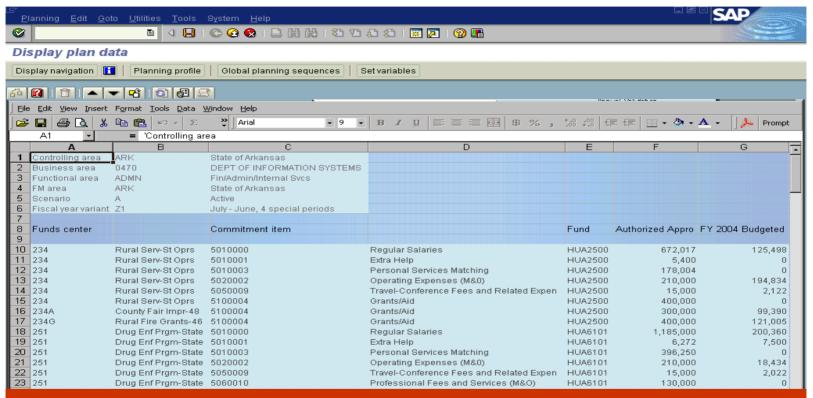












Annual Budget Validation layout – updates are not allowed on this screen. It can be used to provide a summary of the detail plan that has been entered on "Position" and "Cost Center" layouts at the Funds Center/Commitment Item level. Agency can determine if adjustments are required to not exceed the "Authorized Budget"



8	Funds center	Commitment item		Fund	Authorized Appro	FY 2004 Budgete
	251	Drug Enf Prgm-State 5010000	Regular Salaries	HUA6101	1,185,000	200,360
13	251	Drug Enf Prgm-State 5010001	Extra Help	HUA6101	6,272	7,500
10	251	Drug Enf Prgm-State 5010003	Personal Services Matching	HUA6101	396,250	0
1.1	251	Drug Enf Prgm-State 5020002	Operating Expenses (M&0)	HUA6101	210,000	18,434
12	251	Drug Enf Prgm-State 5050009	Travel-Conference Fees and Related Expen	HUA6101	15,000	2,022
13	251	Drug Enf Prgm-State 5060010	Professional Fees and Services (M&O)	HUA6101	130,000	0
14	251	Drug Enf Prgm-State 5090012	Data Processing (M&O)	HUA6101	6,000	0

- 1) Have you fully budgeted to your funding level?
 - a) Yes. You are ready to set your budget to "Ready Status".
 - b) No. You need to return to Cost Center or Position budgeting and make your corrections.

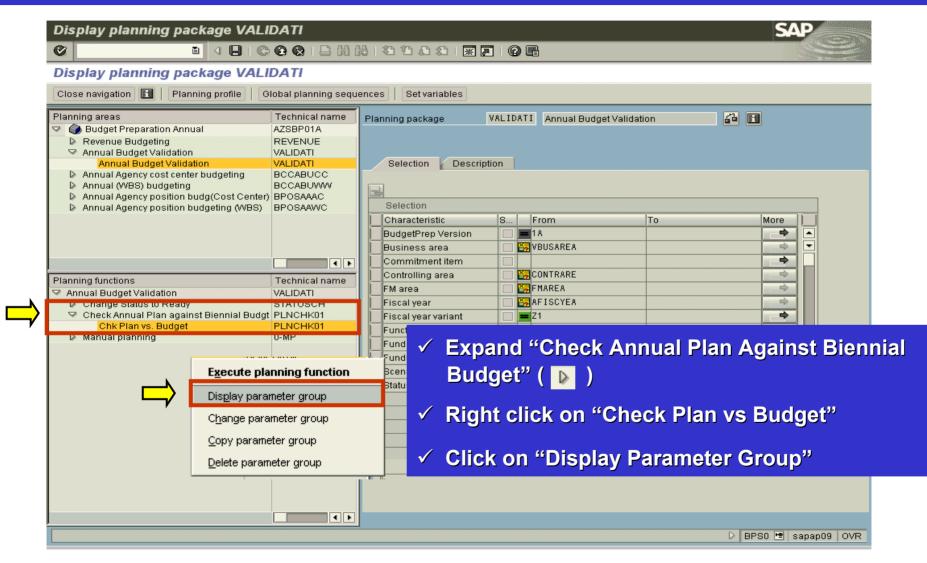
AND

- 2) Does your FY2004 Budgeted exceed Authorized Appropriation?
 - a) Yes, but due to a Budget Classification Transfer (BCT), Miscellaneous Federal Grant (MFG), Cash Fund Appropriation Increase, or Pay Plan adjustments. You will submit adjustments to your DFA Budget Analyst.
 - b) Yes, but do not have a BCT, MFG, Cash Increase, or Pay Plan. You will need to return to Cost Center or Position budgeting and make your corrections.
 - c) No. You are ready to set your budget to "Ready Status".

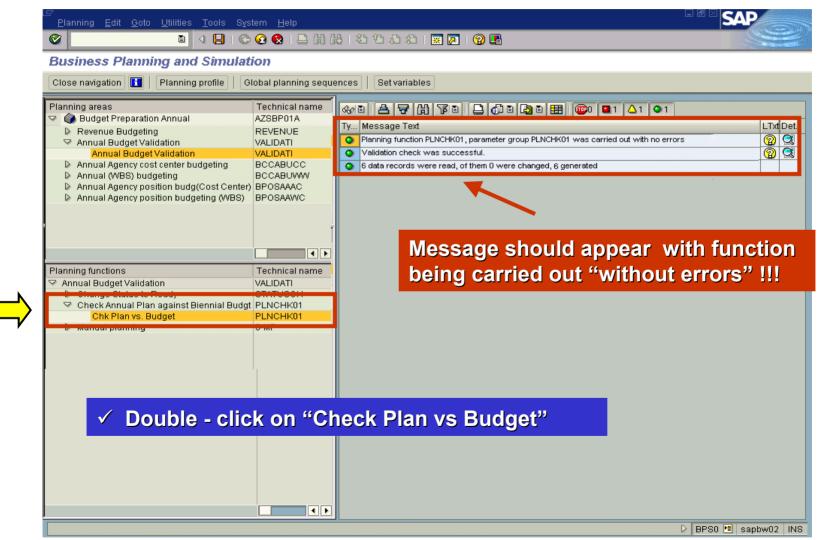


After your DFA – Budget
Analyst has made all
submitted adjustments, you
will need to validate your
budget again before "Setting
the Status to Ready".

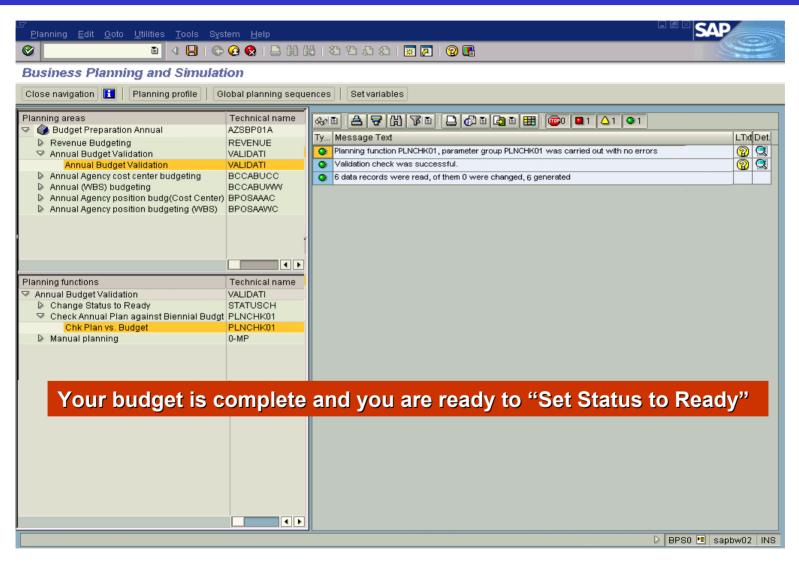












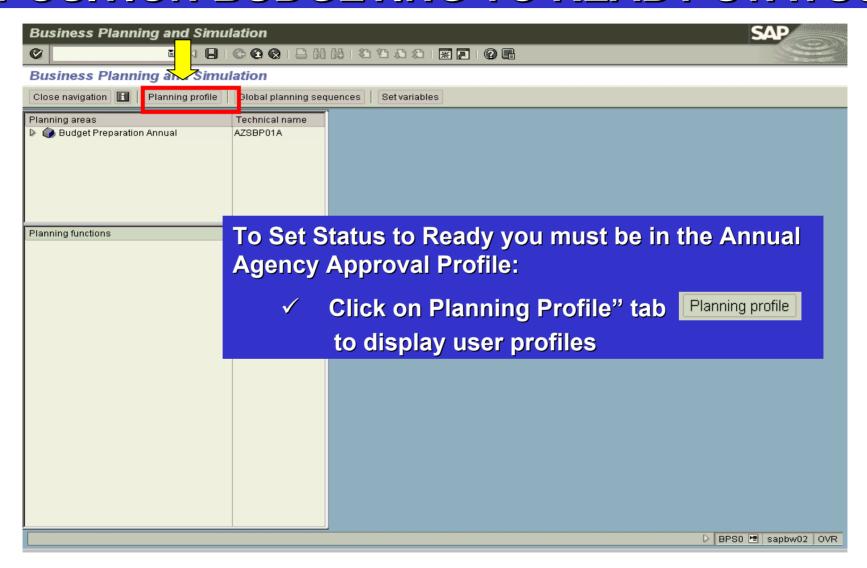


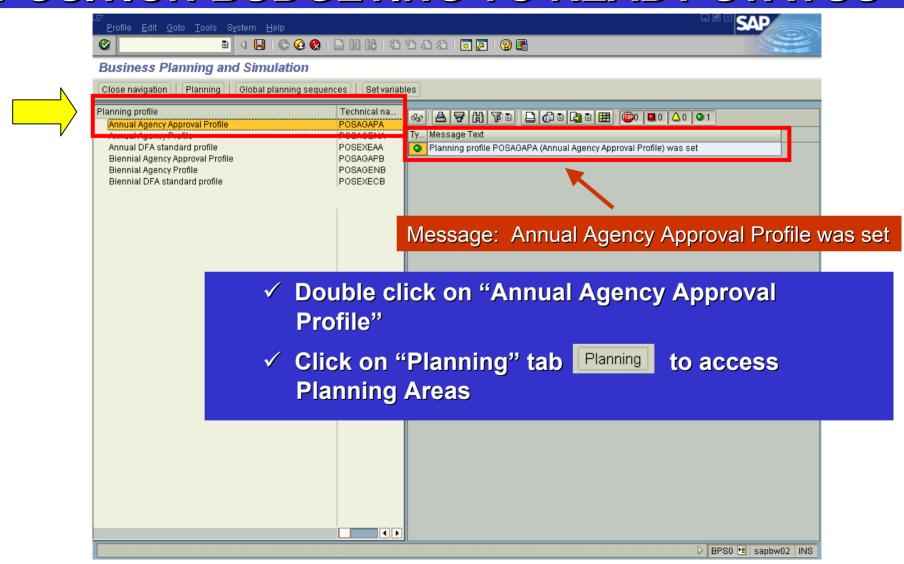
Setting status to "Ready"



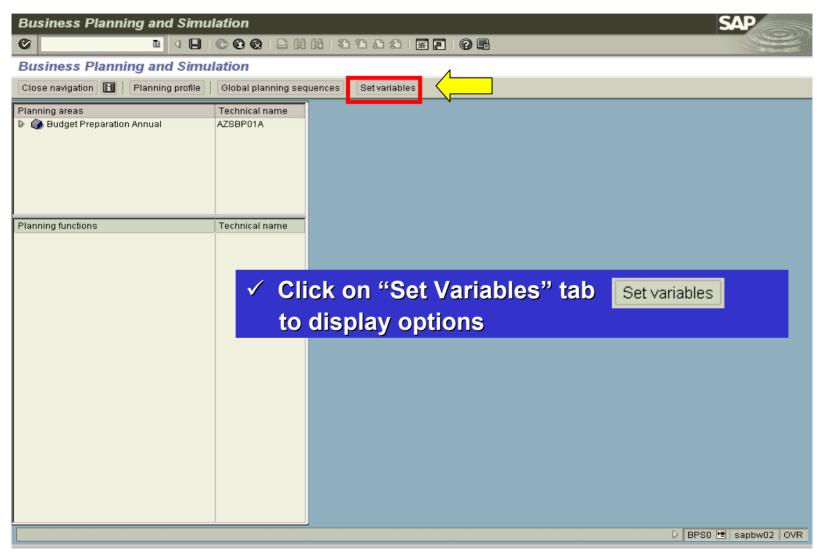
When the entire budget is complete for all positions, the agency sets the status to Ready. This prevents further changes to position budgeting.

Once the status has been changed to Ready, only DFA Office of Budget can reset it back to Not Ready should this become necessary.

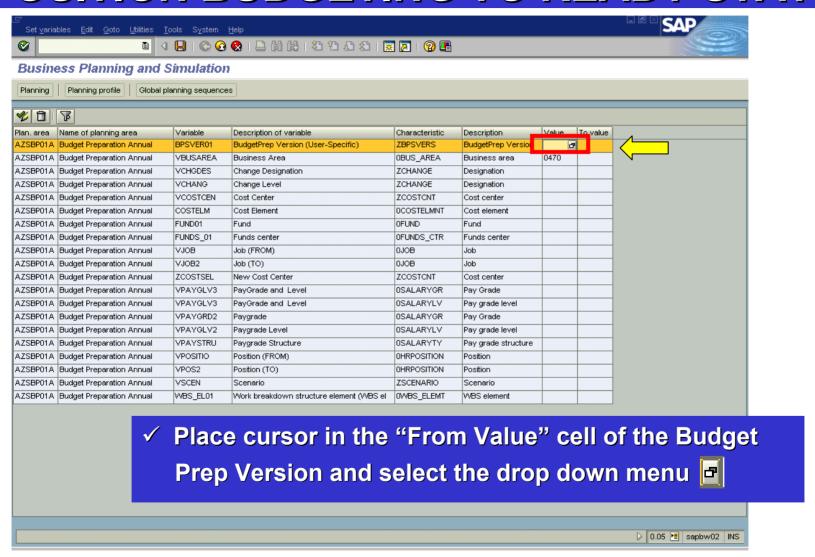




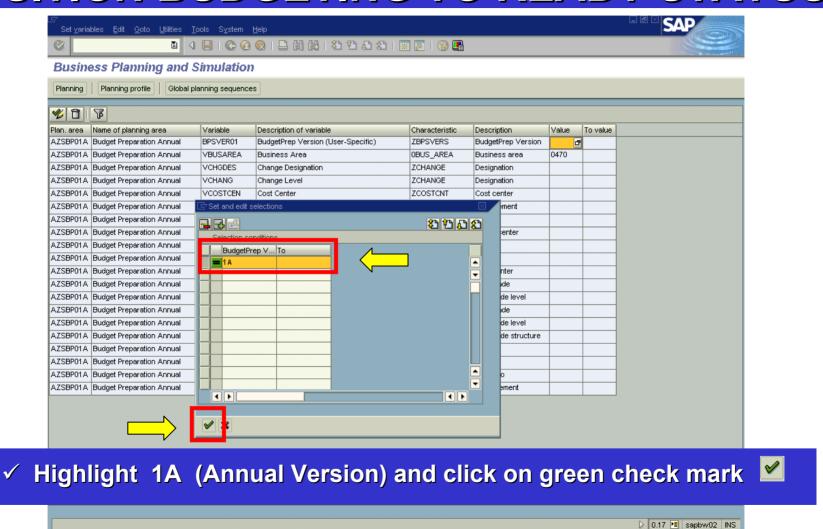




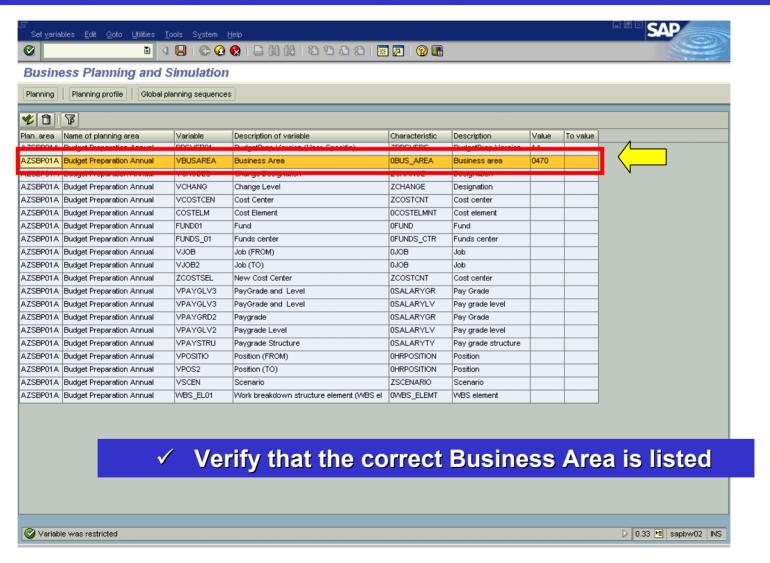




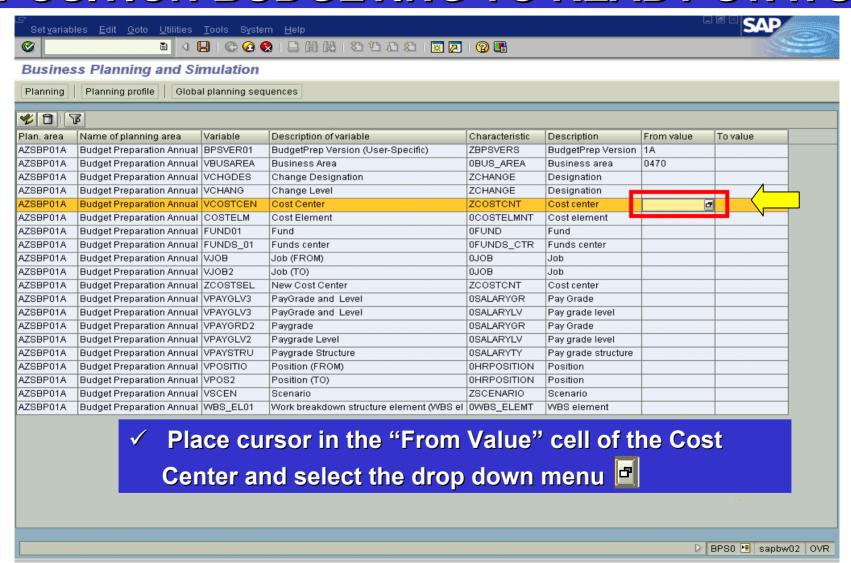




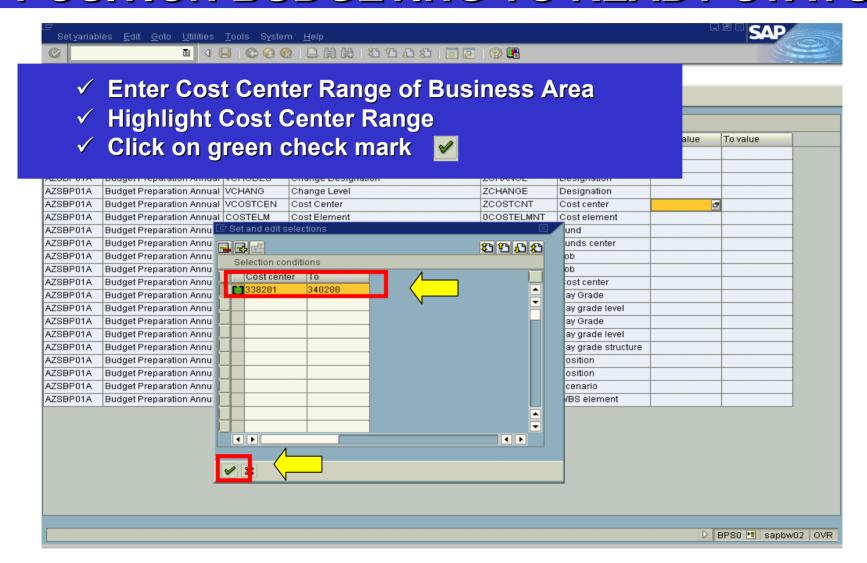




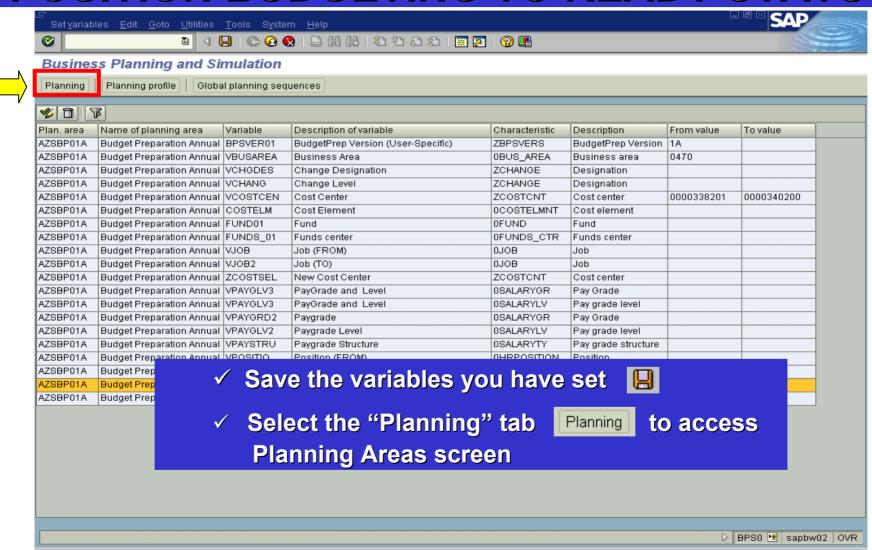




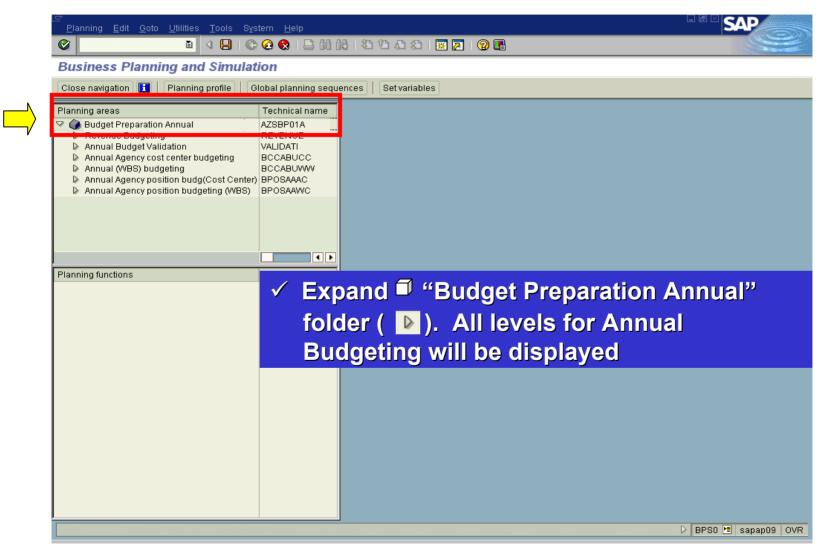




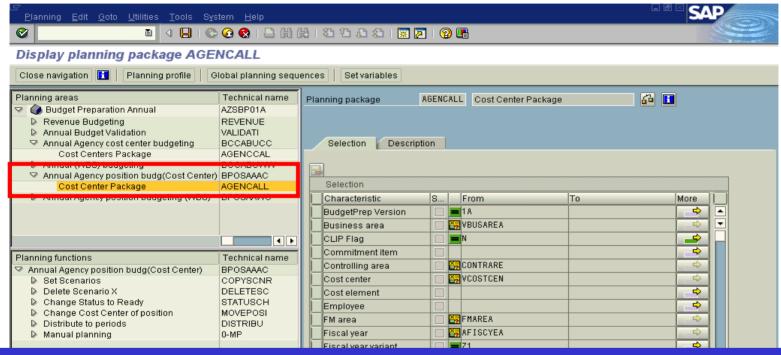




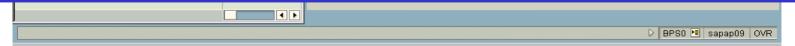




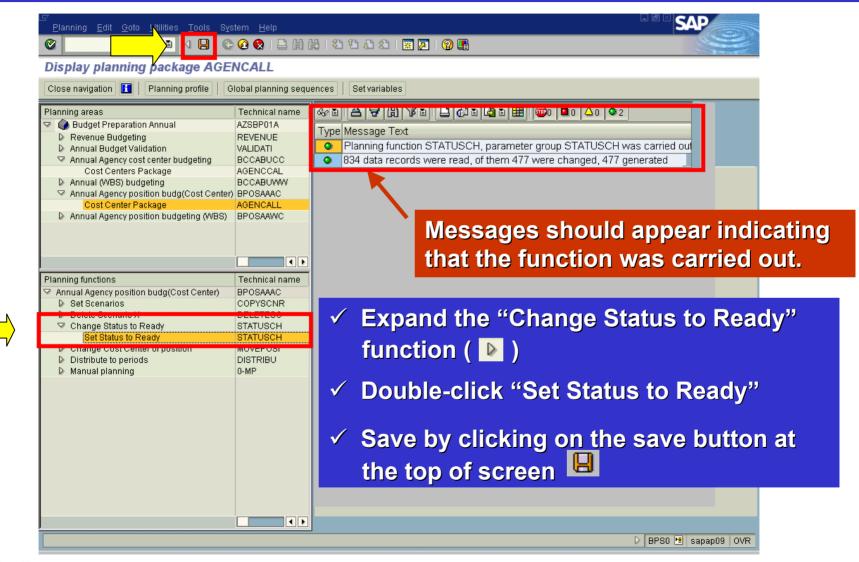


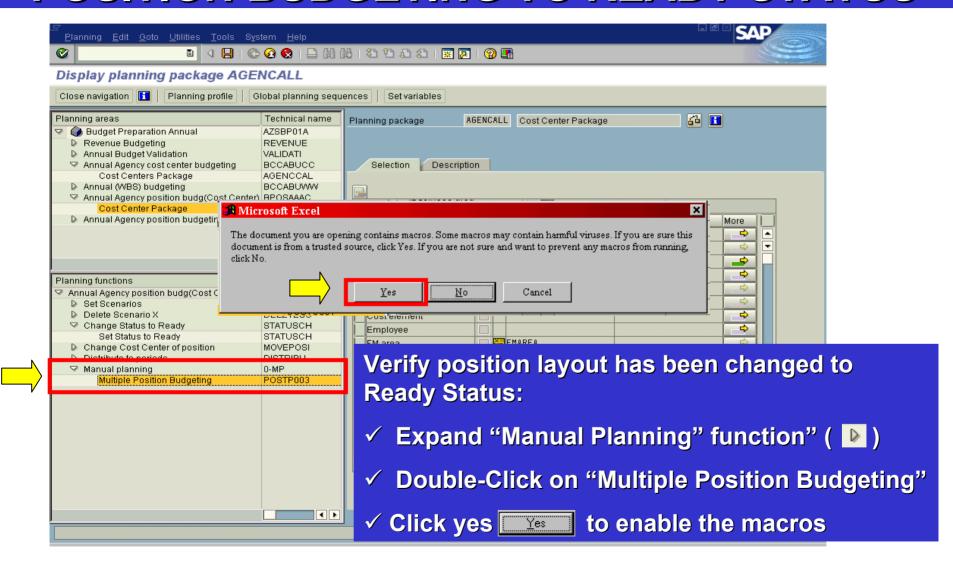


- ✓ Expand the "Annual Agency Position Budgeting (Cost Center)" (▶)
- ✓ Double-click "Cost Center Package". Planning functions for this package will be displayed on bottom half of the screen.

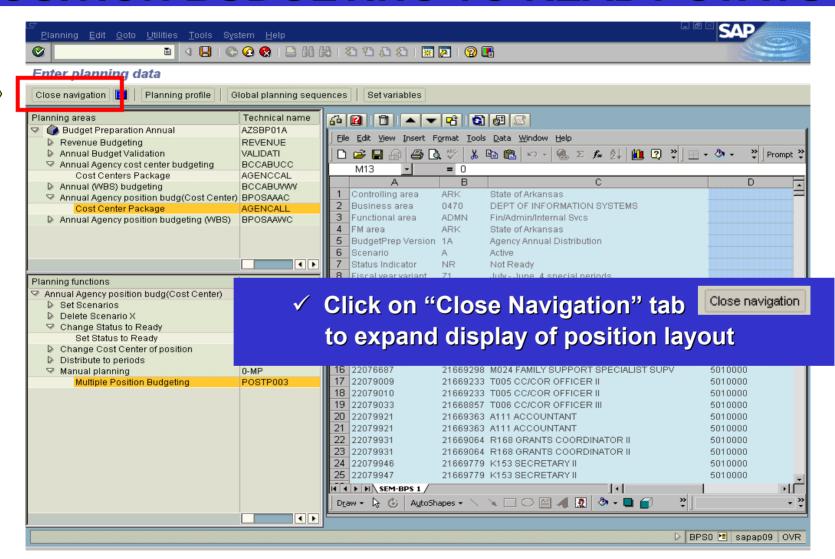




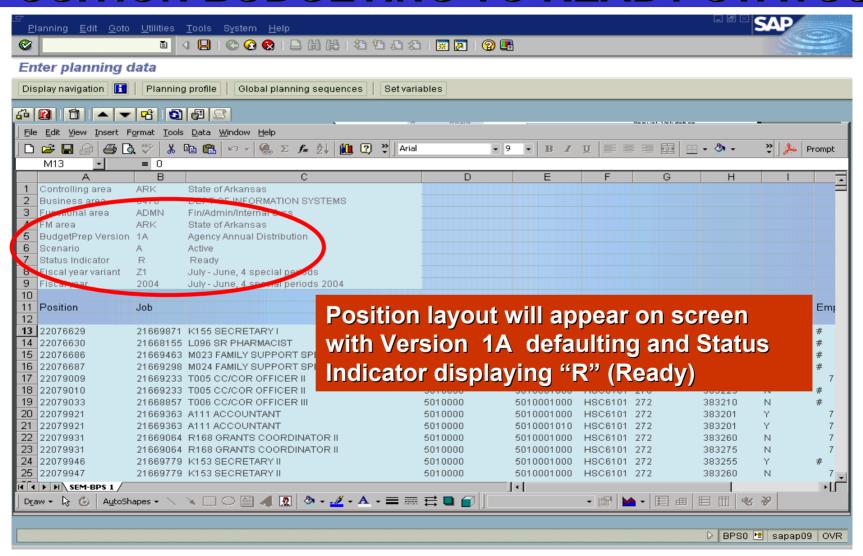










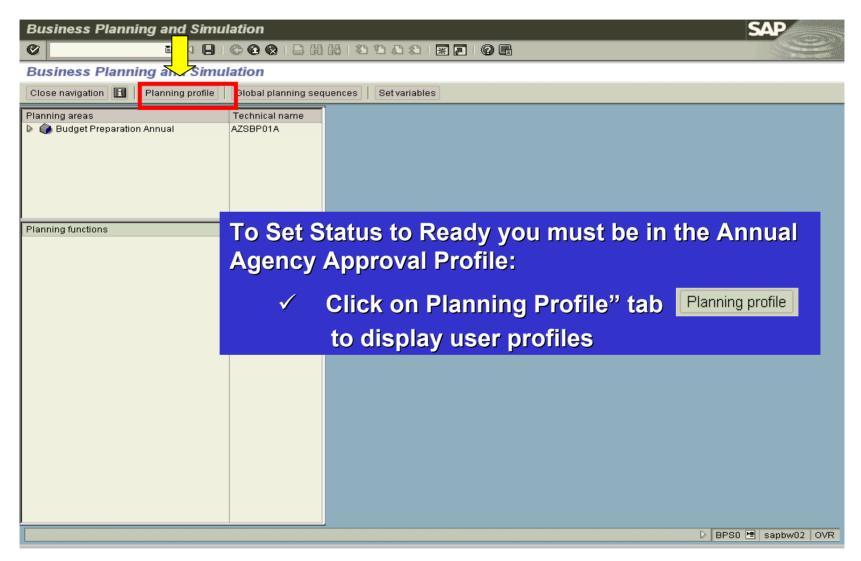




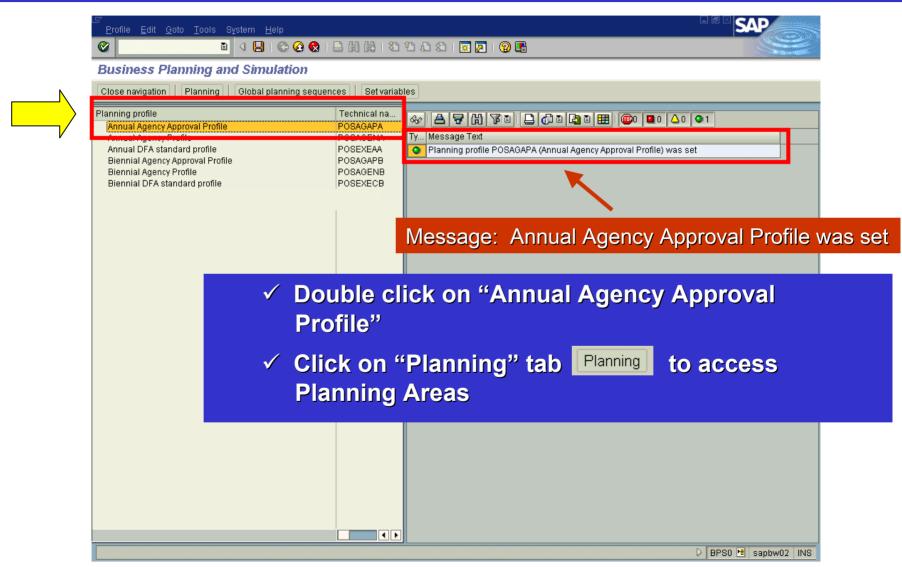
When the entire budget is complete for all cost centers, the agency sets the status to Ready. This prevents further changes to the cost center budgeting.

Once the status has been changed to Ready, only DFA Office of Budget can reset it back to Not Ready should this become necessary.

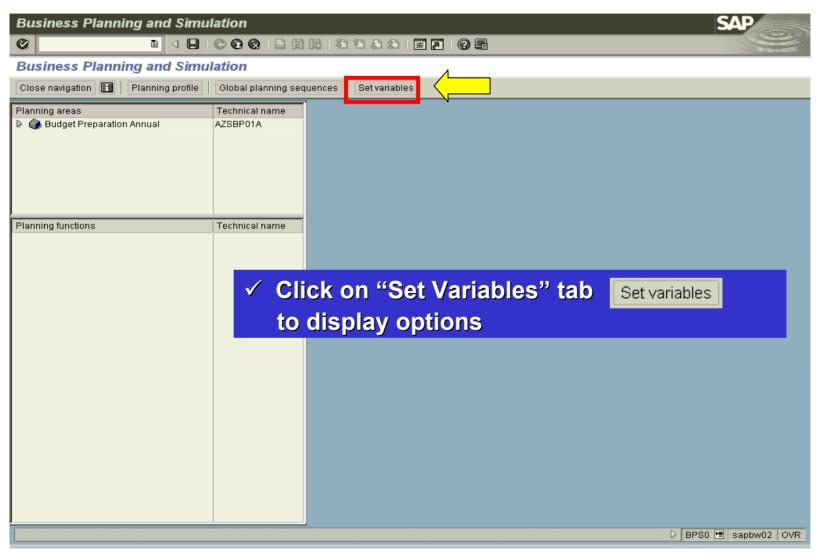




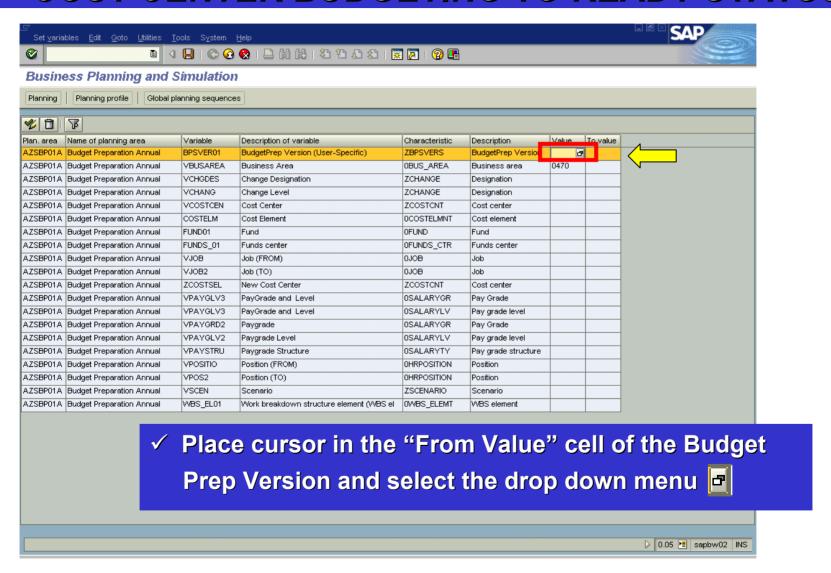




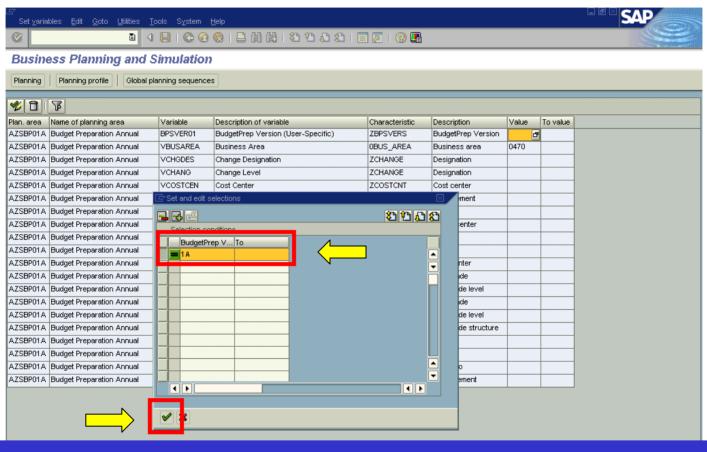












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